



CHAIRMAN OF THE JOINT CHIEFS OF STAFF GUIDE

J-7

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CJCS Guide 3500.04

1 March 2003


UNIVERSAL JOINT TASK LIST REQUIREMENTS DOCUMENT

References:

- a. CJCSM 3500.04C, Universal Joint Task List, 1 July 2002 (UJTL 4.2)
- b. DoD Training Transformation Implementation Plan and Actions (OSD memo, 8 Nov 02)

1. Purpose. This requirements document provides guidance for the development of the next generation Universal Joint Task List (UJTL), CJCSM 3500.04D, also known as UJTL 5.0.
2. Applicability. This CJCS Guide applies to the Joint Staff, US Joint Forces Command, and the developers of UJTL 5.0
3. Summary. The UJTL Requirements Document (URD) details the requirement to automate and update reference a UJTL in accordance with the direction in reference b. UJTL 5.0 will support joint training and education, readiness reporting, capabilities development, lessons learned, and resource allocation.
4. Releasability. This guide is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this guide through the Internet from the CJCS Directives Home Page--<http://www.dtic.mil/doctrine>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.
5. Validation. The requirement for the UJTL version 5.0 is valid as stated in reference b and should be developed once resourced.

6. Effective Date. This guidance is effective upon receipt.



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Enclosure(s):

A - Universal Joint Task List Version 5.0 Requirements
B - Universal Joint Task List Requirements Matrix

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ENCLOSURE A

UNIVERSAL JOINT TASK LIST VERSION 5.0 REQUIREMENTS

1. General Description of Current Capability

a. The UJTL is a common language and common reference system for joint force commanders, combat support agencies, operational planners, combat developers and trainers to communicate mission requirements. It is the basic language for developing joint mission essential task lists (JMETL) and agency mission essential task lists (AMETL). The UJTL is the key element of the requirements-based, "mission-to-tasks" Joint Training System (JTS). Within the JTS, the UJTL is the DOD standardized tool for describing requirements for planning, conducting, evaluating, and assessing joint and multinational training. The UJTL also serves to express military tasks in support of readiness reporting, lessons learned, joint experimentation, and capabilities development.

b. Currently, UJTL 4.2 contains a comprehensive hierarchical listing of the tasks with associated measures that can be performed by the Joint Staff, Services, combatant commands, and components, activities, joint organizations, and combat support agencies. It also contains an enclosure of conditions and an appendix of operational templates.

2. General Description of Desired Capabilities for UJTL 5.0. As the uses for the UJTL expand, it must simultaneously increase in flexibility of use and depth of coverage. The US military operates in a dynamic environment of changing threats, technology, doctrine, and resources. As a result, it is important that the UJTL be continually updated. The UJTL 5.0 is a necessary supporting action called for in the *Implementation Plan for Transforming DoD Training*. The UJTL must become a database system responsive to user needs, yet grounded in joint doctrine and pure in task universality. The UJTL should:

a. Be available in an electronic format with database features.

b. Incorporate a faster review and collaborative updating process. The update process should provide a control mechanism to ensure new or updated tasks fully meet the criteria as defined in the UJTL.

c. Incorporate subject matter organizations (SMO) and UJTL organizational points of contact (OPOC).

- d. Be fully compatible with the Joint Training Information Management System (JTIMS).
- e. Be available in print immediately after it is approved (i.e., both loose leaf UJTL and 36" x 110" wall chart).
- f. Expand the listing of tasks and measures to include tasks from non-DOD agencies and organizations.

3. Shortcomings of Existing System and Architecture

- a. UJTL 4.2 is solely a written document. While it is posted on the web, its basic structure is printed format with no electronic features. This complicates the review and update process and makes handling of information extremely burdensome since data has to be repeatedly handled and formatted.
- b. UJTL 4.2 has a limited search capability that does not allow sorting or filtering.
- c. Currently, the transfer of data to JTIMS and subsequent mapping of changes must be done manually. This is time consuming and prone to human error.

4. Desired Capabilities of UJTL 5.0 In order to accomplish the desired capabilities of UJTL 5.0, specific requirements are broken down into three categories – function, content, and process. Within each category, the requirements are prioritized in three ways. First are key performance parameters (KPP) – those requirements that, if not met, lead to cancellation of UJTL 5.0. Second are objective requirements – those requirements that are highly desired by the UJTL community, but are not considered vital. Third are future requirements – those that are not currently necessary, but desirable only at minimal cost, schedule impact, or technical risk.

- a. Functionality requirements for UJTL 5.0:

- (1) Be available in an electronic format with electronic database features. (KPP)
- (2) Be capable of being produced in hard copy by a qualified print shop (both loose leaf UJTL and 36" x 110" wall chart). (KPP)
- (3) Electronically import and export data with JTIMS. (KPP)

(4) Allow for searching, sorting, and filtering database functions. (objective)

(5) Provide same features for unclassified document as well as classified supplement. (objective)

(6) Provide linkage to Service tasks, where appropriate. (objective)

(7) Show what tasks are linked functionally to other tasks. (objective)

(8) Be linked to doctrinal references. (objective)

(9) Allow non-DOD participants to utilize organizational-specific language to describe the intent of a task or measure. (future)

(10) Easily interface with JOPES and other electronic applications. (future)

b. Content requirements for UJTL 5.0:

(1) Contain all validated and approved changes received since publication of UJTL 4.2. The UJTL development process should be a complete review and validation of the document, including changes made to previous editions – to include task taxonomy. (KPP)

(2) Meet and be consistent with UJTL methods and protocols for tasks, measures, and conditions. (KPP)

(3) Provide a capability to show previous wording where UJTL has been modified to allow a historical review of changes capability. (objective)

(4) Contain tasks and measures to support theater security cooperation plans. (objective)

(5) Include the capability to link the UJTL tasks to the joint mission areas and the range of military operations. (objective)

(6) Update “Descriptions of Military Operations” and “Suggested Operational Templates” (contained in Enclosure E to CJCSM 3500.04C, UJTL 4.2) to reflect the updated range of military operations and associated task lists. (objective)

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(7) Be accompanied by an electronic tutorial for writing tasks, measures, and conditions as well as providing the template for the UJTL change process. (objective)

(8) Contain tasks and measures of non-DOD agencies and partners. (future)

c. Process requirements for UJTL 5.0:

(1) Support review and update process that takes no more than 6 months and ensures candidate tasks, conditions, and measures meet the criteria of the UJTL. (KPP)

(2) Allow for automated collaboration. (objective)

(3) Identify SMO and UJTL OPOC that will serve as reviewers of all proposed changes. (objective)

(4) Coordinate closely with the capabilities and processes of JTIMS. (objective)

(5) Be able to support the development of and contain draft tasks and conditions. (objective)

(6) Allow for new agencies and partners to be added without disrupting previous information. (objective)

(7) Develop rules to determine whether tasks, conditions, and measures should be revised, added, or separated. (objective)

(8) Allow for the archiving and tracking of tasks, measures, and conditions. (objective)

5. Standardization, Interoperability, and Commonality. Once created, UJTL 5.0 will more effectively support the Joint Training System. UJTL 5.0 will allow users, including interagency partners, to more easily find UJTL language for use in JMETLs and AMETLs through its searching, sorting, and filtering features. These features will allow selection of UJTL tasks that more closely reflect the specified and implied tasks identified in mission analysis, thus providing more accuracy in JMETs, supporting tasks, and command-linked tasks.

6. Schedule (Tentative)

a. Mar 03: Publication of the UJTL Requirements Document.

- b. 1 Dec 03: Development and Design phase complete.
- c. 1 May 05: Software complete.
- d. 1 May 05: Develop interagency modules.
- e. 1 Dec 06: UJTL 5.0 fully certified for government systems.

7. Affordability. Ideally, UJTL 5.0 can be developed, fielded, and maintained within the limits of resources currently programmed by USJFCOM and the Joint Staff. The total UJTL 5.0 cost must fit within the portion of training transformation funding allotted to this effort. The Joint Staff J-7 has applied for training transformation funding to support this program.

8. Key Performance Parameters. As a minimum, UJTL 5.0 must meet the following key performance parameters:

- a. Contain all validated and approved changes received since publication of UJTL 4.2.
- b. Support review and update process that takes no more than 6 months.
- c. Be available in an electronic format with database features.
- d. Electronically import and export data with JTIMS.
- e. Be capable of being produced hard copy.
- f. Meet and be consistent with UJTL methods and protocols for tasks, measures, and conditions.

9. Points of Contact. Lieutenant Colonel Tedd Ogren, USAF, Joint Training Action Officer , Joint Staff J-7, JDETD/JTB; DSN 222-7279; (703) 692-7279; theodore.ogren@js.pentagon.mil. Ms. Tina Sheets, USJFCOM Joint Warfighting Center; DSN 668-6114; (757) 686-6114; sheets@jwfc.jfcom.mil.

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ENCLOSURE B

UNIVERSAL JOINT TASK LIST REQUIREMENTS MATRIX

Type Of Requirement	Paragraph Number	Specific Requirement	Key Performance Parameter	Objective Requirement	Future Requirement
Functional	4.a.(1)	Be an electronic document.	X		
Functional	4.a.(2)	Capable of being produced in hard copy (both loose leaf UJTL and 36" x 110" wall chart).	X		
Functional	4.a.(3)	Electronically import and export data with JTIMS.	X		
Functional	4.a.(4)	Allow for searching, sorting, and filtering database functions.		X	
Functional	4.a.(5)	Provide same features for unclassified document as well as classified supplement.		X	
Functional	4.a.(6)	Provide linkage to Service tasks, where appropriate.		X	
Functional	4.a.(7)	Show what tasks are linked functionally to other tasks.		X	
Functional	4.a.(8)	Be linked to doctrinal references.		X	
Functional	4.a.(9)	Allow non-DOD participants to utilize organizational-specific language to describe the intent of a task or measure.			X
Functional	4.a.(10)	Easily interface with JOPES and other electronic applications.			X
Content	4.b.(1)	Contain all validated and approved changes received since publication of UJTL 4.2.	X		
Content	4.b.(2)	Meet and be consistent with UJTL methods and protocols for tasks, measures, and conditions.	X		

Type Of Requirement	Paragraph Number	Specific Requirement	Key Performance Parameter	Objective Requirement	Future Requirement
Content	4.b.(3)	Show previous wording where UJTL has been modified to allow a historical review of changes in capability.		X	
Content	4.b.(4)	Contain tasks and measures to support Theater Security Cooperation Plans.		X	
Content	4.b.(5)	Include the capability to link UJTL tasks to the joint mission areas and the range of military operations.		X	
Content	4.b.(6)	Update suggested operational templates to reflect the updated range of military operations and associated task lists.		X	
Content	4.b.(7)	Contain an electronic tutorial for writing tasks, measures, and conditions as well as providing the template for the UJTL change process.		X	
Content	4.b.(8)	Contain tasks and measures of non-DOD agencies and partners.			X
Process	4.c.(1)	Support review and update process that takes no more than 6 months.	X		
Process	4.c.(2)	Allow for automated collaboration.		X	
Process	4.c.(3)	Identify SMO and UJTL UPOC that will serve as reviewers of all proposed changes.		X	
Process	4.c.(4)	Coordinate closely with the capabilities and processes of JTIMS.		X	
Process	4.c.(5)	Be able to support the development of and contain draft tasks and conditions.		X	

Type Of Requirement	Paragraph Number	Specific Requirement	Key Performance Parameter	Objective Requirement	Future Requirement
Process	4.c.(6)	Allow for new agencies and partners to be added without disrupting previous information.		X	
Process	4.c.(7)	Develop rules to determine whether tasks, conditions, and measures should be revised, added, or separated.		X	
Process	4.c.(8)	Allow for the archiving and tracking of tasks, measures, and conditions.		X	

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